Instructions for subscribing to the calendars:

**Google Calendars:**

1. Login to Google Calendar
2. Go to lower left-hand side “Other Calendars”
3. Click the dropdown arrow next to "Other Calendars" and Select “From URL”
4. Paste the appropriate iCal URL into the Google URL field

a. Full Calendar: <https://outlook.office365.com/owa/calendar/7e1b0cb40ed748efb49bcb4dbc3959ab@unthsc.edu/fbbbded9b2034acf8f5843a99dfe4e7615359290217830573605/calendar.ics>

b. Partial “Remote Learning” Calendar: <https://outlook.office365.com/owa/calendar/7e1b0cb40ed748efb49bcb4dbc3959ab@unthsc.edu/b0340cdc9d2340c08f51b858cf8f0dc58172692074650358635/calendar.ics>

5. Leave the “Make the calendar publicly accessible” option UNchecked

6. Click [Add Calendar] - You will now see your TCOM Full Calendar or Remote Learning events appear on the list of "Other calendars."

7. Click on Settings to change the name of the calendar and other features. Please note that Google refreshes calendar subscriptions at a minimum of one time a day. Please note that changes to your calendar made just after a refresh will not appear until the next Google Calendar refresh.

**Note:** You cannot make changes to your Outlook calendar from Google, though you can set

reminders for Outlook events in Google.

**Troubleshooting:** Google is very aggressive in caching iCal feeds. If you are testing feeds or

need to force the Google Calendar to refresh your iCal feed, you can add a &foo=12345 directly to

the end of your iCal URL. The &foo=12345 component of the URL is to "trick" Google into thinking it

is a different link than the one it has cached. This should give you a complete update.

**Apple iCal calendars:**

**STEP 1:** Go to your Mac. In Calendar, choose **File** > **New Calendar Subscription**

**STEP 2:** Paste the appropriate iCal link:

a. Full Calendar: <https://outlook.office365.com/owa/calendar/7e1b0cb40ed748efb49bcb4dbc3959ab@unthsc.edu/fbbbded9b2034acf8f5843a99dfe4e7615359290217830573605/calendar.ics>

b. Partial “Remote Learning” Calendar: <https://outlook.office365.com/owa/calendar/7e1b0cb40ed748efb49bcb4dbc3959ab@unthsc.edu/b0340cdc9d2340c08f51b858cf8f0dc58172692074650358635/calendar.ics>

**STEP 3:** Click “Subscribe”.

**Outlook Calendars:**

**Outlook Web App**

1. Go to Office.com account

2. Go to the Calendar

3. Go to Import > select Subscribe

4. Paste the appropriate iCal link into the "Calendar URL" field:

a. Full Calendar: <https://outlook.office365.com/owa/calendar/7e1b0cb40ed748efb49bcb4dbc3959ab@unthsc.edu/fbbbded9b2034acf8f5843a99dfe4e7615359290217830573605/calendar.ics>

b. Partial “Remote Learning” Calendar: <https://outlook.office365.com/owa/calendar/7e1b0cb40ed748efb49bcb4dbc3959ab@unthsc.edu/b0340cdc9d2340c08f51b858cf8f0dc58172692074650358635/calendar.ics>

Add calendar name.

5. Click Subscribe Button

6. Events will appear in your outlook.com calendar, and in your Outlook for Mac app